

CADRE

OUTPROCESSING

ONLY FOR CADRE

Do not take
out of order

PCS OUTPROCESSING CHECKLIST

CADRE

Date Prepared: _____

Date received at Region: _____

RANK & NAME: _____

Soldier departs _____ on: _____
(University/Battalion or Brigade) (Date leave begins)

**Please forward the following documents for Out-processing*

1. **Finance Out processing** (PCS Advance Request Form, dated Jan 2004 with all supporting documents as required). (This form is mandatory for all PCS personnel.) **Not applicable for Retirees or ETS personnel**
2. **PCS (or separating) orders**, five(5) copies.
3. **DA 137** (Installation Clearance Record or Memorandum), Signed by the soldier's PMS or APMS.
4. **DA 31** (Request for Leave).
5. **DA 3955** (Mail Locator Card).
6. **DA 647-1** (Personnel Register Card).
7. **(Everybody) Verification by the Brigade APC (Government Credit Card): DO NOT MAIL TO BRIGADE, FAX IT TO THEM AND ENCLOSED THE FAXED COPY IN THE OUTPROCESSING PACKET.**

APC Name: _____

Signature: _____

Brigade: _____

****Except separating soldiers, Soldier's 201 File/Personnel File will be mailed to the school upon receipt from MILPO.*

****All requested travel and pay advances will be paid on the sign out date.*

***Please keep in mind that the packet can be turned into finance at least 30 days out or NLT 15 working days to Region HQ before the soldier leaves if the soldier wants to receive any kind of advances. Keep in mind that time is needed for the advances (if any) to be processed.*

*Updated
May 04 Edition*

PCS ADVANCE REQUEST FORM

KN

(Privacy Act: Authority: AR 37-106, Chapter 5) Purpose: To obtain information about individual's travel. Uses: Posting information to IATS/DD 1588/Computation of advance travel. Disclosure: Mandatory. Will be denied payment if requested information is not provided.

For prompt payment of your advance payments, please complete and submit this form thru S1 to Finance up to **30 DAYS before**, but **not less than 10 DAYS prior to your DA 31 sign out date**. All travel advances are paid @ 80% with the money being direct deposited into your current military pay account. DLA is part of the travel advance. (Requests not received timely will not be processed) Entitlement will not be lost, but monies will be paid when settlement voucher is processed at new station. DFAS-St. Louis inputs/pays travel advances; local DMPO has no control of actual payment date. There are NO cash or check payments. Advance Pay Requests are processed separately from travel advances and payment will be processed based on your depart date.

Name: _____ SSN: _____ Sign Out Date: _____

Rank: _____ Present Unit: _____ Daytime Phone #: _____

Leave or home of record address: Street _____

(No local or unit addresses, please; Advice of _____ City, ST, Zip _____

Payment sent to this address) (NOTE: Please, no foreign address)

Spouse's Name _____ DOM _____ Is Spouse Military _____ If Yes, SSN _____

Please list Name and date of birth (day, month, year) of children relocating:

Name _____	DOB _____	Name _____	DOB _____
Name _____	DOB _____	Name _____	DOB _____
Name _____	DOB _____	Name _____	DOB _____

PLEASE READ CAREFULLY AND COMPLETE ALL SPACES ENTER YES, NO or N/A (not y or n) IN THE SPACES PROVIDED BELOW AS APPLICABLE TO YOUR PCS.

1) Are you requesting an advance for your travel? _____

Is any of your travel going to be by POV? _____

If yes, then POV travel is from (City, ST) _____ To (City, ST) _____

If traveling to overseas or traveling by other than POV travel:

Are you buying your own ticket _____ Cost \$ _____ or are your tickets being issued to you _____

Ticket you purchased * is from (City, ST) _____ To (City, ST, Country) _____

Issued tickets are from (City, ST) _____ To (City, ST or Country) _____

*Must provide proof of purchase for advance

2) Are your dependents relocating? _____ **What date?** _____

Are you requesting an advance for your dependent travel? _____

Is any of their travel by POV? _____ If yes, number of POVs used for this PCS move _____

Their POV travel is from (City, ST) _____ To (City, ST) _____

If dependents are traveling to overseas or are traveling by other than POV travel:

Are you buying your dependents tickets _____ Cost \$ _____ or are they being issued to you _____

Tickets you purchased * are from (City, ST) _____ to (City, ST or Country) _____

Issued tickets are from (City, ST) _____ to (City, ST or Country) _____

*Must provide proof of purchase for advance

3) Are you requesting an advance for Dislocation Allowance (DLA)? _____

(No advance DLA is authorized for married soldier w/deferred travel for dependents OR if your family will not relocate within 60 days. No advance DLA will be given for single service members E-6 and below. Single Service Member's, E7 and above, must attach a statement that "government quarters will not be used, they intend to reside off post" to receive advance DLA.

4) Are you requesting an advance pay? _____ (If yes, must attach a completed DD 2560. No more than 1 month Basic Pay, less deductions, authorized on PCS out-processing. Pay advance is a separate EFT payment from travel advances.)

5) TDY enroute: Lodging daily cost _____ **Meals (circle) Govt/Comm** (Must attach DD 1610)

Soldier's Signature _____ Date _____

Finance Clerk Signature _____ Date _____

Arrival/Departure Sheet

(only for Cadre)

PERSONNEL SIGN-IN/OUT CALL SHEET

THIS IS THE SIGN IN/OUT SHEET FOR WHEN SOMEONE NEW COMES INTO THE UNIT OR SOMEONE DEPARTS THE UNIT. THIS IS THE INFORMATION THAT YOU WILL NEED IN ORDER FOR THIS PERSON TO BE ARRIVED ON SIDPERS. YOU HAVE APPROXIMATELY 24 HOURS TO CALL THIS PERSON IN/OUT, OR THE TRANSACTION WILL BE CONSIDERED LATE. YOU HAVE 24 HRS TO CALL IN ARRIVALS AND DEPARTURES. THANK YOU FOR YOUR ASSISTANCE.

DATE _____

SCHOOL _____

POC at School _____

ARR or DPRT DATE _____

Departure date from last duty station (only for arrivals)

SM LAST NAME _____

SM FIRST NAME _____

SM MIDDLE INITIAL _____

SSN _____

RANK _____

MALE ☐ FEMALE ☐

LOSING UIC (next to unit name in orders) _____

GAINING UIC (next to unit name in orders) _____

REGULAR ARMY ☐ ARMY RESERVE ☐ NATIONAL GUARD ☐

PMOS (ordinary MOS) (ex. 11B) _____

Officer Branch and AOC _____

ETS (if applicable) _____

DOR _____

A COPY OF THE SM ORDERS NEEDS TO BE FAXED TOO WITH THIS SHEET TO BRIGADE S-1 FIRST. THE BRIGADE WILL THEN FAX IT TO SGT SILVA, E-MILPO NCO, HQs, Eastern REGION ROTC. **DO NOT NEED TO MAIL THIS.** Region Fax (502) 624-4774.

PRINT NAME (Last, First MI)	GRADE	SSN	PURGE DATA
NEW ORGANIZATION (Complete Designation)			BOX NUMBER

DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DOD/Postal Service Agreement, 2 Feb. 59. **PRINCIPAL PURPOSE:** To route and forward (Directory) mail. **ROUTINE USES:** Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. **DISCLOSURE:** Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.

OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code)	NEW MAILING ADDRESS (Include ZIP Code)
---	--

DATE DEPARTED OLD ORG:	DATE DUE NEW ORG:
------------------------	-------------------

QUARTERS/OFF POST ADDRESS	REMARKS
---------------------------	---------

CONSENT: <input type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.	(IF DEPARTING, COMPLETE BELOW ITEMS) HEADQUARTERS ISSUING ORDERS
--	---

SIGNATURE:	DATE	ORDER NUMBER	ORDER DATE
------------	------	--------------	------------

DA FORM **3955** EDITION OF 1 AUG 78 MAY BE USED.
1 FEB 79 **CHANGE OF ADDRESS AND DIRECTORY CARD**

For use of this form, see AR's 65-1 and 65-75; the proponent agency is TAGCEN

Completely Filled
OUT

PERSONNEL REGISTER

For use of this form, see AR 600-8-6; the proponent agency is ODCSPER

NAME			ORGANIZATION			
SIGNATURE			SOCIAL SECURITY NUMBER			GRADE
DATE	ACTION		REASON			
	IN	OUT	LEAVE	TDY	PCS	OTHER
TIME						
REMARKS						

DEFENSE FINANCE & ACCOUNTING SERVICE
DEFENSE MILITARY PAY OFFICE FORT KNOX
BUILDING 1384, WHITE HALL
FORT KNOX, KENTUCKY 40121-5000

DFAS-IN-MH

13 Aug 04

MEMORANDUM FOR All Fort Knox S1/Adjutants

SUBJECT: Finance Permanent Change of Station Advance Pay Request Form and Instructions

1. The attached Finance Permanent Change of Station (PCS) Advance Pay (AP) request form (Aug 04) and instructions are attached in accordance with guidance from the Defense Finance and Accounting Service-Indianapolis. Effective 15 Sep 04, this is the only PCS AP request form that will be accepted by finance.
2. To ensure soldiers receive their requested advance by their departure date, Finance must receive the completed form from the S1 **no more than 30 days and no later than 10 days prior** to the departure date. Incomplete requests and/or missing documents may cause no payment or a delay in payment. Discrepancies will be returned to the S1 for correction and timely return to finance.
3. Finance will return out-processing appointment slips to the S1. It is the S1's responsibility to provide the appointment slip to soldier.
4. If any activity would like the attached documents emailed to them, please request on the attached form and turn in to Customer Service Out-processing technician.
5. Point of contact for this action is Ms. Calhoun, 624-4304 or SFC Bush, 4-5343.

Encl (4)

/S/
KATHLEEN K. STEPANCHUK
MAJ, FC
Chief, Defense Military Pay Office

FINANCE PCS OUTPROCESSING PROCEDURES

\$\$\$\$\$APPOINTMENT PROCEDURES: READ THIS IMPORTANT INFORMATION!!\$\$\$\$\$

FINANCE PCS OUTPROCESSING PACKETS MUST BE RECEIVED IN THE FINANCE OFFICE **NOT MORE THAN 30 DAYS AND NOT LESS THAN 10 (TEN) DAYS PRIOR** TO YOUR SIGN OUT DATE ON DA 31. YOU DON'T HAVE TO WAIT UNTIL YOU HAVE YOUR CLEARANCE PAPERS ISSUED TO SEND YOUR OUTPROCESSING PACKET TO THE FINANCE OFFICE. **PACKETS NOT RECEIVED WITHIN THESE GUIDELINES WILL NOT RECEIVE ADVANCE PCS PAYMENTS.** S1 SHOULD NOTIFY SOLDIER IN REGARDS TO RECEIPT OF ADVANCES BASED ON PACKET SUBMISSION.

REGARDLESS IF RECEIVING ADVANCE PAYMENTS OR NOT YOU MUST HAVE AN APPOINTMENT WITH FINANCE TO OUTPROCESS. IN ORDER TO HAVE THE REQUESTED MONIES IN YOUR ACCOUNT, YOU MUST ENSURE YOU PROVIDE A PROPERLY COMPLETED OUTPROCESSING PACKET TO YOUR S1 WITHIN THE REQUIRED GUIDELINES FOR S1 TO BRING TO FINANCE NOT LESS THAN 10 DAYS PRIOR TO YOU SIGNING OUT ON PCS LEAVE. IF YOU HAVE AN APPOINTMENT WITH CENTRAL CLEARANCE, DO NOT ASSUME YOU HAVE AN APPOINTMENT WITH FINANCE. WE ARE TWO SEPARATE ORGANIZATIONS. TWO SEPARATE APPOINTMENTS ARE REQUIRED!

UPON RECEIPT OF ORDERS, PROCEED TO YOUR S1 TO PREPARE A DA 31 (LEAVE FORM) AND A PCS ADVANCE REQUEST FORM. YOUR S1 SHOULD THEN SUBMIT THE PACKET (2 COMPLETE SETS OF ORDERS, THE PCS ADVANCE REQUEST FORM, AND THE SUSPENSE COPY OF THE DA 31) TO FINANCE. **IF YOU ARE REQUESTING AN ADVANCE PAY, THE FORM DD 2560 MUST BE INCLUDED WITH THE PACKET.** ONLY ONE-MONTH ADVANCE PAY CAN BE REQUESTED ON OUT PROCESSING. SOLDIERS, E4 AND BELOW, AND SINGLE SOLDIERS IN PAY GRADES E-5 AND E-6 MUST HAVE COMMANDER'S APPROVAL FOR ADVANCE PAY. ALSO, COMMANDER'S MUST APPROVE AND SIGN YOUR REQUEST FOR 24-MONTH PRORATION.

WHEN THE ABOVE DOCUMENTS ARE RECEIVED BY FINANCE, AN APPOINTMENT SLIP WILL BE MADE. YOUR S1 WILL RECEIVE THE APPOINTMENT SLIP AND SHOULD GIVE IT TO YOU. THE APPOINTMENT IS NORMALLY THE LAST WORKING DAY PRIOR TO YOU SIGNING OUT ON LEAVE. IF THE PACKET IS RECEIVED LATE AND NO ADVANCES ARE BEING MADE, THERE WILL BE A REMARK ON THE APPOINTMENT SLIP.

\$\$\$\$\$TRAVEL\$\$\$\$\$:

TRAVEL ADVANCES, TO INCLUDE DISLOCATION ALLOWANCE (DLA), REQUIRE NO COMMANDER APPROVAL. TRAVEL ADVANCES ARE PAID AT 80% OF ENTITLEMENT. THE REMAINDER IS PAID AFTER YOU FILE YOUR SETTLEMENT VOUCHER AT NEW PDS. TRAVEL ADVANCES MUST BE SETTLED WHEN YOU ARRIVE AT YOUR NEW DUTY STATION WITHIN 15 DAYS. YOU MAY REQUEST DLA IN ADVANCE ONLY IF YOU ARE MARRIED AND MOVING DEPENDENTS (NOT

DEFERRED TRAVEL), OR A SINGLE PARENT AND RELOCATING YOUR AUTHORIZED DEPENDENTS, AND AN E-7 AND ABOVE WITH STATEMENT OF INTENT TO RESIDE OFF POST AT NEW PDS. **IF YOU HAVE PCS ORDERS WITH TDY ENROUTE, ENSURE YOU ARE ISSUED 1610 ORDERS WITH PROPER ACCOUNTING INFORMATION.** YOU MAY REQUEST ADVANCE TDY (NOT TO EXCEED 30 DAYS @ 80% ONLY). YOU MUST ATTACH 1610 ORDERS TO PCS ORDERS IF REQUESTING A TDY ADVANCE. NO TDY ADVANCE WILL BE PAID WITHOUT 1610 ORDERS! IMPORTANT - TRAVEL ADVANCES ARE PAID BY DFAS-ST. LOUIS, NOT BY THIS DMPO.

\$\$\$\$TEMPORAY LODGING EXPENSES (TLE)\$\$\$\$:

YOU ARE ENTITLED TO 10 DAYS OF TLE IF YOU ARE PCSING WITHIN CONUS. THE 10 DAYS MAY BE EITHER AT YOUR LOSING OR GAINING STATION OR A COMBINATION OF BOTH (BUT AGAIN, NOT TO EXCEED 10 DAYS, NO EXCEPTIONS). IF YOU ARE PCSING TO OVERSEAS YOU ARE ONLY ENTITLED TO 5 DAYS OF TLE STATESIDE.

TLE IS NOW PAYABLE ON THE FIRST MOVE FOR OFFICERS AND ENLISTED WHEN DEPENDENTS ACTUALLY MOVE TO NEW PDS.

\$\$\$\$MISC\$\$\$\$:

ALL DOCUMENTS MUST BE LEGIBLE, CORRECT, COMPLETED, AND SIGNED. IF NOT, THIS MAY CAUSE A DELAY OR NONPAYMENT OF YOUR REQUESTS.

*****IF FOR ANY REASON YOU HAVE AN APPOINTMENT OR HAVE ALREADY CLEARED FINANCE, AND LATER HAVE ORDERS REVOKED, RESCINDED, OR DEFERRED YOU MUST RETURN TO FINANCE WITH YOUR FINANCE PACKET. YOUR ENTITLEMENTS MAY HAVE CHANGED!*****

IF YOU HAVE BONDS GOING TO AN ADDRESS, YOU MUST DO A CHANGE OR STOP PRIOR TO DEPARTING FT. KNOX. BONDS GOING TO AN ADDRESS WILL NOT BE FORWARDED BY THE POST OFFICE. THIS CHANGE OR STOP MUST BE SUBMITTED THROUGH YOUR S1 PRIOR TO YOUR DEPARTURE.

IF YOU TERMINATE FAMILY GOVERNMENT QUARTERS AFTER YOUR APPOINTMENT WITH FINANCE YOU MAY BRING A COPY OF THE TERMINATION OF QUARTERS TO FINANCE AND RECERTIFY YOUR DEPENDENTS TO START BAH PRIOR TO YOUR LEAVING FT. KNOX.

FINANCE CUSTOMER SERVICE HOURS ARE MONDAY, TUESDAY, THURSDAY, AND FRIDAY 0800 TO 1130 AND 1300 TO 1500. WEDNESDAY, OPEN HOURS ARE 0800-1200 ONLY, CLOSED IN THE AFTERNOON FOR TRAINING. YOU MAY COME IN ANY TIME ON YOUR APPOINTMENT DATE DURING THE OPEN HOURS.

SUBJECT: INSTRUCTIONS/PROCEDURES FOR THE PCS ADVANCE REQUEST FORM (PLEASE READ THE FOLLOWING SO THAT WE MAY SERVICE YOU DURING YOUR PCS AND OUTPROCESSING APPOINTMENT. THESE INSTRUCTIONS ARE PROVIDED TO GIVE GUIDANCE IN COMPLETING AND PROCESSING THE FINANCE PACKET)

TOP PORTION - Self-Explanatory. COMPLETE NAME, SSN, RANK, DA 31 SIGN OUT DATE, UNIT, PHONE # SM CAN BE REACHED DURING CLEARANCE AND A LEGIBLE LEAVE ADDRESS FOR YOUR ADVISE OF PAYMENT.

1. COMPLETE ADVANCE INFORMATION FOR SOLDIER ONLY FROM OLD TO NEW PDS.
2. COMPLETE ADVANCE INFORMATION FOR DEPENDENTS FROM CURRENT LOCATION TO NEW PDS OR DESIGNATED LOCATION.
3. COMPLETE YES OR NO FOR DISLOCATION ALLOWANCE ONLY IF YOU ARE AUTHORIZED. DEPENDENTS MUST BE RELOCATING, NOT ON DEFERRED TRAVEL OR REMAINING IN CURRENT LOCATION. SINGLE SOLDIERS E6 AND BELOW CANNOT BE ADVANCED DLA. SINGLE SOLDIERS, E7 AND ABOVE MUST ATTACH A STATEMENT THAT "GOVERNMENT QUARTERS WILL NOT BE USED AT NEW DUTY STATION AND THEY INTEND TO RESIDE OFF POST" BEFORE DLA WILL BE ADVANCED.
4. REQUEST FOR ADVANCE PAY: DD FORM 2560 MUST BE ATTACHED.
 - a. E4 and below, and single E5 and E6 must have Commander's signature
 - b. Prorations are for 12 months (24 months if gaining station is a high cost area and with commander's signature)

\$\$ WE RECEIVE NUMEROUS REQUESTS FOR ADVANCE PAY WITHOUT A DD FORM 2560 ATTACHED! PLEASE ENSURE THAT WHEN REQUESTING AN ADVANCE PAY THERE IS A DD2560 ATTACHED BEFORE SENDING TO FINANCE. NO ADVANCE CAN BE PAID WITHOUT IT!! ONLY ONE-MONTH ADVANCE PAY CAN BE REQUESTED ON OUT PROCESSING.
5. TDY ENROUTE ADVANCE: MUST attach 1610 orders to this packet before any TDY advance can be paid. TDY advances are paid for not more than 30 days at 80%. Travel advances are settled by gaining station.

\$\$\$SIGNATURE AND DATE ARE REQUIRED BEFORE REQUEST CAN BE PROCESSED!!!!\$\$

MISC PCS INFORMATION:

THE OUTPROCESSING INTERVIEW SHEET MUST BE SIGNED AND DATED ALONG WITH 2 COPIES OF ORDERS (TO INCLUDE AMENDMENTS, ENDORSEMENTS, ETC, AND A SUSPENSE COPY OF SIGNED/APPROVED DA 31).

IF PACKET IS RETURNED BECAUSE OF INCOMPLETENESS IT IS THE UNIT PAC'S RESPONSIBILITY TO RETURN THE PACKET TO THE SOLDIER FOR CORRECTION. THE PAC WILL THEN RETURN THE PACKET TO FINANCE. DO NOT, REPEAT, DO NOT BRING THE PACKET OVER YOURSELF!

THE OUTPROCESSING PACKET CAN BE SUBMITTED AS SOON AS ORDERS AND DA 31 ARE OBTAINED, BUT NOT MORE THAN 30 DAYS IN ADVANCE OF DA 31 DEPARTURE DATE. THE REQUEST MUST BE SUBMITTED TO FINANCE AT LEAST 10 DAYS PRIOR TO YOU SIGNING OUT OF THE UNIT ON LEAVE TO ENSURE PAYMENTS ARE PAID/RECEIVED PRIOR TO DEPARTURE. IF PACKET IS NOT RECEIVED TIMELY, NO ADVANCES WILL BE PAID! YOUR APPOINTMENT SLIP WILL BE ANNOTATED WITH THAT INFORMATION. IF THE MONIES ARE EXPECTED, THEN THE SOLDIER MUST ENSURE HE SUBMITS PACKET TO FINANCE WITHIN THE REQUIRED TIME FRAME. EXCEPTIONS ARE CASE-BY-CASE BASIS ONLY.

IT IS THE S1'S RESPONSIBILITY TO ENSURE THE SOLDIER IS NOTIFIED OF HIS/HER FINANCE APPOINTMENT. PACKETS MUST BE BROUGHT TO FINANCE ON RECEIPT FROM THE SOLDIER IN A TIMELY MANNER TO PREVENT CAUSING A HARDSHIP TO THE SOLDIER.

REGARDLESS OF WHETHER THE SOLDIER IS TAKING ANY LEAVE FINANCE MUST HAVE A DA 31 TO SHOW WHEN SOLDIER IS SIGNING OUT OF THE UNIT. IF NO LEAVE IS USED, NO LEAVE WILL BE CHARGED. THE DA31 WILL BE USED FOR TRAVEL TIME ONLY.

FOR SOLDIER'S NOT PHYSICALLY LOCATED AT FORT KNOX, YOU MUST ALLOW ENOUGH TIME FOR THE BN S1 TO TAKE THE PACKET TO FINANCE FOR PROCESSING. THE S1 NEEDS TO ENSURE THEY RECEIVE AND BRING PACKETS TO FINANCE UPON RECEIPT TO ENSURE TIMELY PROCESSING OF SOLDIERS PACKET.

FINANCE CUSTOMER SERVICE HOURS ARE MON-TUES, THURS-FRI FROM 0800-1130 AND 1300-1500. HOURS FOR WED ARE 0800-1130, CLOSED IN THE AFTERNOON FOR TRAINING.

AUG 2004

EXAMPLE

Heading

Office Symbol

Date

MEMORANDUM FOR Commander, Eastern Region, US Army Cadet Command,
ATTN: ATOE-PA-P, Ft Knox, KY 40121

SUBJECT: Installation Clearance

1. This memorandum is in lieu of DA 137 (Installation Clearance Record) to certify the out-processing and clearance of all individual and unit property responsibility of (soldier's name) at (School or Brigade's Name). This includes verification of the following:

- a. Individual clothing and equipment.
- b. Organizational clothing and equipment.
- c. Leave records.
- d. Debts due to US government.

2. POC is _____, at _____.

PMS Signature block